



3-Year Catch-Up Instructions for 2004

You may be able to contribute more than the regular contribution limit. If you have not been contributing the maximum contribution each year, you may be eligible to catch up on missed contributions.

If eligible, you may contribute more than the regular annual contribution limit during the three years prior to, but not including, the year you declare as your Normal Retirement Age.

Instructions for completing the 3-Year Catch-Up Worksheet

1. To determine how much you are eligible to contribute, request a catch-up worksheet by calling the Retirement Investors' Club (RIC) at 515-242-6846 or by emailing robbie.stoecker@iowa.gov. You will receive a personalized form with your eligible catch-up amount.
2. If you choose to participate in this program, complete the Participant Signature section on the last page of this form.
3. Request an IPERS Pension Plan Benefit Estimate by calling 1-800-622-3849 or 515-281-0020 and attach a copy of the statement to your 3-Year Catch-Up Worksheet. If you are covered under POR or the Judicial system, you must submit similar documentation for proof of unreduced pension benefits at your declared normal retirement date.
4. If you wish to increase your deduction, complete DAS's New Account & Change Form. You can get this form from your personnel assistant or print it from our website at <http://das.hre.iowa.gov/ric.html>
5. Send the completed forms to your personnel assistant.
6. You may contact the Retirement Investors' Club (RIC) at (515) 242-6846 if you have additional questions.

Annual Contribution Limits

Year	Regular Contribution Limits	3-Year Catch-Up Contribution Limits	50+ Catch-Up* Contribution Limits
	The lesser of 100% of net income or:	The lesser of twice the regular limit or the total of the regular limit plus amount of missed contributions:	For participants age 50 or older, the regular limit may be increased by:
2003	\$ 12,000	\$ 24,000	\$2,000
2004	\$ 13,000	\$ 26,000	\$3,000
2005	\$ 14,000	\$ 28,000	\$4,000
2006	\$ 15,000	\$ 30,000	\$5,000
after 2006	Indexed in \$500 increments	Indexed in \$500 increments	Indexed in \$500 increments

**The 50+ Catch-Up benefit cannot be used at the same time the 3-Year Catch-up is being used.*

Eligibility

You are eligible to use the 3-year catch-up if you:

- are currently participating in the State's Retirement Investors' Club;
- are three years from your declared "normal retirement age"; and
- did not defer the maximum amount allowed for one or more years since you were eligible to participate in this plan or a previous employer's eligible section 457 plan.

To determine the amount you can "catch-up", you may go back to the later of:

- January 1, 1979 or
- the date you became eligible for the State's plan or a previous employer's eligible section 457 plan.

The 3-year catch-up provision allows you to contribute:

- 100% of compensation or \$13,000 whichever is less, **PLUS**
- the amount of the contributions which have been underutilized in all the prior taxable years that a 457 plan has been available to you (no earlier than January 1, 1979)
- up to a total of \$26,000 in 2004.

Normal Retirement Age

Normal retirement age is age 65 unless you declare a different normal retirement age. The normal retirement age you choose:

1. May not be earlier than a year in which you are eligible to receive benefits **WITHOUT** an early retirement penalty from your regular pension plan (IPERS, POR, or Judicial). A pension plan may reduce your benefits if you retire earlier than the plan's normal retirement age(s). Please consult with your retirement plan's representative for more information.

For example, you may receive IPERS benefits without an early retirement penalty, if you:

- meet the Rule of 88 (your age (must be at least age 55) plus your years of service equal or exceed the number 88); or
- meet the 62 and 20 provision (you are at least age 62 and have at least 20 years of service); or
- are age 65 or older.

2. Determines the time period of your 3-year catch-up provision.

For example, if you are an IPERS covered employee and eligible for the Rule of 88 at age 59, you could use the 3-year catch-up provision at ages 56, 57, and 58.

3. Is irrevocable once you begin to use the 3-year catch-up provision to any extent.

You may continue to work and contribute to RIC after you complete the 3-year catch-up period, but your maximum annual contribution limit reverts back to the 50+ Catch-Up limit.



Retirement Investors' Club

Iowa Department of Administrative Services

3-Year Catch-Up Worksheet for 2004



Please review the 3-Year Catch-Up Instructions for 2004 for information on completing this worksheet. Once you and your payroll department have completed this form, forward it to your personnel assistant or payroll person.

Name _____ Social Security # _____

Work Phone _____ Current Department _____ Dept. in 1979 & 1980 _____

TABLE 1 **A** **+** **B** **=** **C** **(x 25%) = D** **-** **E** **=** **F**

YEAR	Federal Taxable* Income Box 1 of W-2	Deferred Comp * Deductions	Amount available for calculation	Maximum ** Contribution Limit	Def Comp Deductions (Column B)	Available Dollars
1979***						
1980						
1981						
1982						
1983						
1984						
1985						
1986						
1987						
1988						
1989						
1990						
1991						
1992						
1993						
1994						
1995						
1996						
1997						
1998						
1999						
2000						
2001						
Subtotals						
Table 1 Subtotal (see next page for TOTAL)						

* Centralized Payroll will supply this information. (DOT & Community Based Corrections - give to your payroll dept.)

** Your maximum contribution limit is equal to approximately 25% of Column C up to the maximum annual limit, whichever is less. (The IRS maximum annual limit was \$7,500 for 1979 through 1997, \$8,000 for 1998 through 2000, \$8,500 for 2001, \$11,000 for 2002, and \$12,000 for 2003.)

***January 1, 1979 is the earliest date you can use in determining missed contributions.

TABLE 2 G - H = C D - E = F

YEAR	Gross Salary ¹	Retirement ¹ (IPERS, POR, Judicial)	Amount available for calculation	Maximum Contribution Limit ²	Def Comp Deductions ¹	Available Dollars
2002						
2003						
Table 2 Subtotal						
Table 1 Subtotal						
3-year catch-up Total						

¹ Centralized Payroll will supply this information. (DOT & Community Based Corrections - give to your payroll dept.)

² Maximum limit is equal to 100% of column C up to the maximum annual limit for that year (\$11,000 for 2002 and \$12,000 for 2003).
Contributions to the 50+ Catch-Up may not be used in your calculations.

Payroll Approval _____ Date _____

Participant Signature

1. I declare my normal retirement age to be _____ (must be a year that you qualify for retirement benefits without an age reduction).
2. I wish to use the 3-year catch-up provision in the following years: _____, _____, and _____
(These years are prior to the year in which I will attain my above normal retirement age.)

**I understand that I can only use the 3-year catch-up provision one time for a period of three consecutive years.
I certify that the information I have provided above is accurate.**

X _____ Date _____
Participant Signature

